

## MAYORAL FUNCTIONS OF AUTHORITY SHELLHARBOUR CITY COUNCIL

### 1. Preamble

This document outlines the role of Mayor, as per Section 226 of the *Local Government Act 1993*, and also outlines the Mayoral Functions of Authority.

### 2. Role of the Mayor

The role of the Mayor under Section 226 of the *Local Government Act 1993* is as follows:

- (a) To be the leader of the council and a leader in the local community,
- (b) To advance community cohesion and promote civic awareness,
- (c) To be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) To exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) To preside at meetings of the council,
- (f) To ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- (g) To ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) To promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) To promote partnerships between the council and key stakeholders,
- (j) To advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) In conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) To carry out the civic and ceremonial functions of the mayoral office,
- (m) To represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) In consultation with the councillors, to lead performance appraisals of the general manager,
- (o) To exercise any other functions of the council that the council determines.

*Note: Any reference to the 'General Manager' in the Local Government Act 1993 is a reference to the Chief Executive Officer.*

### 3. Functions of Authority

The Mayor has the following Functions of Authority:

	Function	Legislation/Policy
1	To call Extraordinary Meetings of Council when required.	S 366 – <i>Local Government Act 1993</i> Code of Meeting Practice
2	To be Council's authorised spokesperson and undertake media engagement across all media channels.	S 226 – <i>Local Government Act 1993</i> Media and Social Media for Councillors Policy
3	To affix the seal of Council on and sign as a witness any document requiring to be sealed.	S 400 - <i>Local Government (General) Regulation 2021</i>
4	To incur expenditure up to \$5,000 per month on the Mayoral corporate credit card in relation to Council business.	Corporate Credit Card Policy
5	To represent the Council on the Illawarra Shoalhaven Regional Joint Organisation.	S 226 – <i>Local Government Act 1993</i>
6	To sign outgoing correspondence.	Consistent with resolutions and adopted policies of Council
7	To exercise and monitor Council's functions under the Chief Executive Officer's Contract of Employment having regard to any functions of a performance review panel or policy in effect.	Section 223 and 226 – <i>Local Government Act 1993</i> Chief Executive Officer's contract of employment Guidelines for the Appointment and Oversight of General Managers
8	To receive and manage complaints about the Chief Executive Officer.	Procedures for the Administration of the Code of Conduct
9	To approve all applications for professional development and leave submitted by the Chief Executive Officer provided that any one leave application is for a period not exceeding ten weeks.	Chief Executive Officer's contract of employment

10	That the Mayor provide leadership to the Council and undertake activities to promote a collegial and cohesive Council at least on a three-monthly basis.	By resolution of Council – 22 October 2024
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### **Acknowledgement**

The powers, authorities, duties and functions contained in the Mayoral Functions of Authority:

- (a) must be exercised in accordance with any applicable Act of Parliament;
- (b) must be exercised in accordance with any resolution or policy, procedure or budget adopted from time to time by the Council; and
- (c) have been received, read and accepted by:



04 / 11 / 2024

**Mayor**

**Date**